
Editing WMS web pages - a brief overview



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Overview

This document provides brief notes on how to edit the web pages that make up the public Waikato Management School web site. You will need to be given access to the pages that you want to edit. Please contact the WMS Helpdesk if you have any queries.

- ▲ Email wmshelp@waikato.ac.nz
- ▲ Telephone (64) 7 838 4599

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Editing a web page

To begin...

To get into editing mode:

1. Log into MyWeb™, then go to the page or site you wish to change.
2. Scroll down to the bottom of the page.
3. On the left hand side, just above the red bar of the footer, you should see **Edit Content** (Please contact the WMS Helpdesk if you do not see that text.)
4. Click on the **Edit Content** link. The web site that contains the page you want to change is now in edit mode.
5. Navigate to the page you want to change.



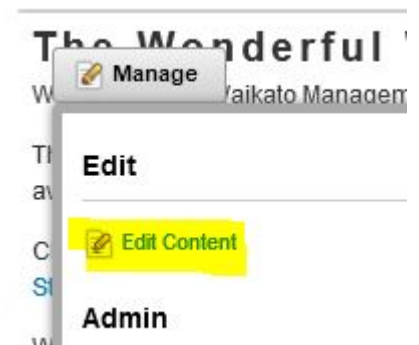
The basics

The content of each web page is contained in modules. You can edit each module independently. In edit mode, the module boundaries are visible on the page. You should see a semi-transparent button with the word **Manage** at the top-left corner of each module.



To edit the content of a module:

1. Move your cursor to the semi-transparent **Manage** button.
2. The button becomes opaque and a list of options appears.
3. Click on the **Edit Content** option.
4. A WYSIWYG editor window appears. It contains all the standard toolbar buttons to enter and format your text.
5. When you have finished adding or editing the content, scroll down and select **Save**




6. You should be back in the web page.
7. When you have finished making changes to all your pages, scroll down to the bottom of a web page.
8. On the left hand side, just above the red bar of the footer, you should see **Finished Editing**
9. Click on the **Finished Editing** link.

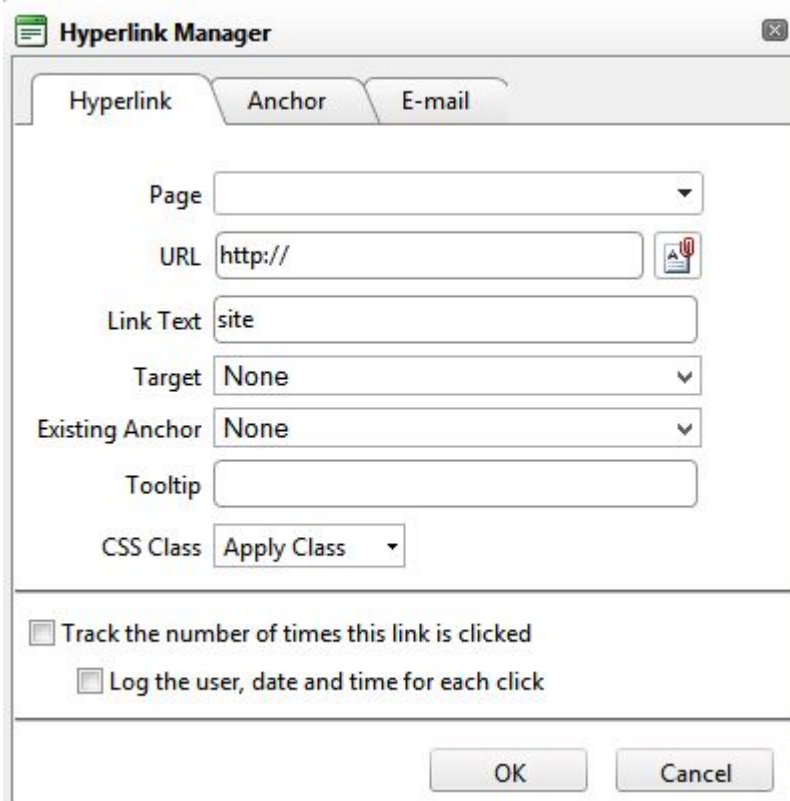


10. The pages in the web site should look “normal” and the semi-transparent **Manage** buttons should have disappeared.

Adding a link to your web page

To add a hyperlink to your web page, follow steps above until you are in the WYSIWYG editor window. Then:

1. Select the text (or the image) that you want to use as the hyperlink.
2. Move to the **Hyperlink manager** button (the link icon) on the toolbar.
3. A “Hyperlink Manager” dialog box appears.
 - ▲ If you are linking to another page in your site, choose that page from the **Page** dropdown box.
 - ▲ If you are linking to an external site, enter the URL in the appropriate field.
 - ▲ To link to a document you have previously uploaded, click on the icon to the right of the URL field and select the document.



4. Choose an option from the **Target** box and enter an appropriate **Tooltip**.
 - ▲ A tooltip is the text that appears when you “hover” over the link.
5. Click on **OK**
6. You should be back in the WYSIWYG editor window.
7. Scroll down and select **Save**
8. You should be back in your web page.

Adding an image or document to your web page

You can add an image or a document (perhaps a PDF file) to your website. To begin, follow steps above until you are in the WYSIWYG editor window.

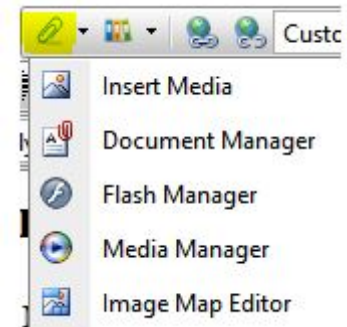
Add an image

To upload an image to your web site, complete the following steps:

1. Move to the **Insert Media** button (the paperclip icon) on the toolbar.
2. To insert an image, select the **Insert Media** option.
3. An “Image Manager” dialog box appears.
4. To upload your image (or images) click on the green **+Upload** button.
5. An “Upload” dialog box appears.
6. Select and browse to the file or files you want to upload.

▲ Click on the **Add** button if you want to upload more than three files.

7. Click on the **Upload** button.
8. The files are uploaded.
9. You should be back in the “Image Manager” dialog box.
10. To add the image or document to your web page:
 - a) Select the file.
 - b) Select the **Properties** tab.
 - c) Choose from the options available.
 - d) Click on the **Insert** button
11. You should be back in the WYSIWYG editor window.
12. Scroll down and select **Save**
13. You should be back in your web page.
14. Your image should be visible.



Add a document

To upload a document to your web site, complete the following steps:

1. Move to the **Insert Media** button (the paperclip icon) on the toolbar.
2. Select the **Document Manager** option.
3. A “Document Manager” dialog box appears.
4. To upload a document (or documents), click on the green **+Upload** button.
5. An “Upload” dialog box appears.
6. Select and browse to the files you want to upload.



- ▲ Click on the **Add** button if you want to upload more than three files.
- 7. Click on the **Upload** button.
- 8. The files are uploaded.
- 9. You should be back in the “Document Manager” dialog box.
- 10. To add a link to a document to your web page:
 - a) Select the file.
 - b) Enter the details on the right-hand side of the dialog box.
 - c) Click on the **Insert** button
- 11. You should be back in the WYSIWYG editor window.
- 12. Scroll down and select **Save**
- 13. You should be back in your web page.
- 14. A link to the document should be available.

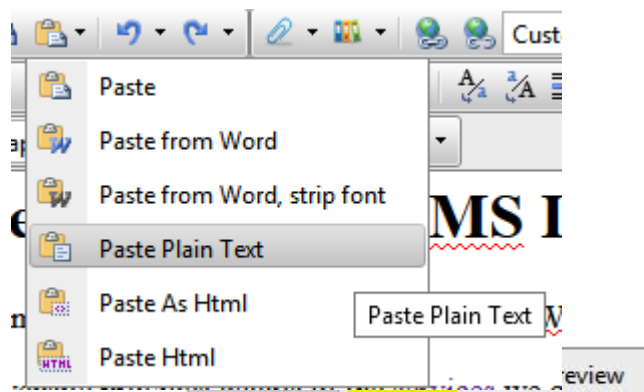
Tips and tricks

Editing

- ▲ If you are copying text from a Word document or email message, use the **Paste Options** button in the toolbar in the editor.

It is often a good idea to paste as plain text, and then use the tools in the editor to format your content.

- ▲ If you want to edit the code, select the **HTML** button near the bottom of the editing window.
- ▲ When you have finished your changes in the editing window you can choose to:
 - ▲ **Save** to instantly update the page
 - ▲ **Cancel** to cancel any changes, or
 - ▲ **Preview** to get an idea of what the page will look like.



Working with images

- ▲ If you have uploaded an image, you can set the size etc. in the Image Manager dialog box. Select the file and then select the **Properties** tab in the preview pane.

- ▲ You can resize images with software you have on your computer before uploading them to your site. Check the WMS IT site for additional notes, or contact the WMS Helpdesk if you would like specific images altered or resized.

Extra notes
